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Responsible Officers and Alternate Responsible Officers
Of the Department of State
Designated Exchange Visitor Programs

SUBJECT: Activation of SEVIS Maintenance Jobs

The Department of State is requesting that you review your files and take the necessary actions to update the SEVIS records of your exchange visitor participants to reflect accurate and timely information by **NO LATER THAN midnight, Wednesday, February 4**. The SEVIS functions discussed in this notice will be activated on Thursday, February 5. DoS will consider requests for data fixes to records affected by these jobs that are reported to the SEVIS Help Desk on or before February 13 on a case-by-case basis.

The Student and Exchange Visitor Information System (SEVIS) includes various system functions that will change the status of Initial or Active exchange visitor records (and any dependent records) to Invalid, Inactive, Terminated or No Show under a variety of circumstances. These automatic record change functions were originally designed to run in the System on a regular basis. In addition, in instances when a Responsible Officer and/or Alternate Responsible Officer fails to take required action, exchange visitor records will automatically be changed to the appropriate status within the time frames established in SEVIS.

For a number of technical and procedural reasons, some of the automatic system functions have not been run on a regular basis over the last several months. With the high number of new users on the SEVIS system, it seemed appropriate to give sponsors that were new to using SEVIS more time to familiarize themselves with the reporting requirements and functions of SEVIS. Without this additional time, many sponsors might have had large numbers of records inadvertently invalidated, inactivated or terminated. For this reason, you may have noticed records that should be in Inactive status, for instance, still appearing as Active in the System.

Now that all designated programs that sponsor J-1 nonimmigrants as exchange visitors have had time to become familiar with the System, these automatic record change functions will be reactivated on Thursday, February 5.

This notice is to provide Responsible Officers and Alternate Responsible Officer(s) an opportunity to perform "housekeeping" of their SEVIS records BEFORE these functions are activated. Failure of a Responsible Officer and/or Alternate Responsible Officer to validate records of nonimmigrants who are already participating in their program activity and/or failure to amend program start dates for late arrivals will result in the status of these SEVIS records being changed to Invalid or No Show.

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System functions to be activated affecting Exchange Visitor SEVIS records:

1. Status Set to Inactivate the Day After the Program End Date: SEVIS will change the status of a J-1 (and any J-2) SEVIS record from Active to Inactive the day after the Program End Date listed in SEVIS.
2. Status Set to Inactivate When a J-2 Dependent Turns Age 21: SEVIS will change the status of Active dependent children records (children in J-2 status) to a status of Inactive on the day of the J-2 dependent's 21st birthday.
3. Status Set to No Show When Record is in Initial Status and the Record Has Not Been Validated: SEVIS will change the status of a J-1 (and any J-2) SEVIS record from Initial to No Show if the J-1 SEVIS record reflects that they have entered the United States (e.g., contains Port of Entry information) and the record has not been validated within 30 days after the Program Begin Date listed in SEVIS.
4. Status Set to Invalid If No Port of Entry Information is Available and Record is Not Validated: SEVIS will change the status of the J-1 (and any J-2) SEVIS record to Invalid if there is no Port of Entry information contained in the record and the record has not been validated within 30 days after the Program Begin Date listed in SEVIS.

Please visit DoS' website (<http://exchanges.state.gov/education/jexchanges/>) to view and/or download the latest version of the SEVIS User Manuals:

- User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume I Forms DS-3036 and DS-3037
- User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019
- What's New in SEVIS Update 4.8

Thank you,

Student and Exchange Visitor Program